



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

August 27, 2010

CITY FISCAL OFFICER:

We are pleased to provide the new Local Government Compensation Reporting program for Calendar Year 2009 for Cities to report to the State Controller's Office (SCO). This report is a supplemental report to the City Financial Transactions Report. The electronic file program can be used with any version of MS Office .

Be advised that the Cover Page Form of the report must be signed by the City Fiscal Officer, and the electronic file must be submitted to this office by October 1, 2010 to complete all filing requirements. There is no legal provision for granting an extension for filing this supplemental report. If you are unable to utilize the electronic file program or cannot access the Internet, you may contact our office.

Please follow the enclosed Automated Reporting Guidelines for accessing and filing the electronic report. The downloadable reporting files are located on the State Controller's Office Website at **http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html**. Please choose the appropriate file for your version of MS Office and employee workforce size and submit one file.

Sincerely,
Original signed by:

MICHAEL J. HAVEY, Chief
Division of Accounting and Reporting

Enclosure